



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Jr. Staff Analyst/ Assistant Treasury Program Officer/Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2632 - \$3465 JSA
\$3418 - \$4155 Asst TPO
\$4111 - \$4997 Assoc TPO

Will consider all three levels for recruitment purposes

MULTIPLE POSITIONS

Under the general supervision of the Treasury Program Manager in the [Public Finance Division](#), these positions provide a wide range of analytical and technical staff support for the revenue and conduit bond financing programs where the Treasurer is the agent-for-sale or pricing agent and the investor relations program.

Description of Essential Functions

- Researches and analyzes information related to bond sales.
- Tracks certain bond sale information for internal reporting purposes and gathers market and bond pricing information.
- Works with staff, managers, financing authority, and State agency representatives on each bond sale; including the review of information submitted by underwriters and/or financing authorities.
- Coordinates with financing authority and State agency staff on time and responsibility schedules, pricing dates and document execution.
- Enters sale information into the database and maintains the official bond sales files.
- Assists management in preparing and conducting State agency forums and meetings.
- Attends application financing authority and commission meetings and report actions taken on agenda items.
- Maintains the State's Underwriter, Bond Counsel and Financial Advisor Pools.
- Assists in preparing administrative information for the Division for budget, personnel, business services, and accounting reports and memos.
- Assists management in arranging, preparing and conducting Investor Relations meetings.

DESIRABLE QUALIFICATIONS:

- Strong technical and analytical skills.
- Strong computer systems skills including Internet and PC database applications and spreadsheets.
- Ability to rapidly acquire technical knowledge.
- Strong interpersonal and communication skills.
- Ability to work overtime as needed.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility for Staff Services Analyst, Assistant Treasury Program Officer, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "540-5156" next to the classification on your application/resume (i.e., [JSA 540-5156]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Open until filled.

SUBMIT APPLICATIONS TO:

Jacquie Hayes
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

PFD/540/sc
08/10/04